

SECTION 01 31 19
PROJECT MEETINGS (ADD AD-01)

PART 1 - GENERAL

1.1 PRE-BID CONFERENCE

- A. Pre-bid conference: See Solicitation, Invitation for Bids.

1.2 PRE-CONSTRUCTION CONFERENCE

- A. Government will schedule and hold pre-construction conference prior to construction.
- B. Attendance:
1. Government:
 - a. Contracting Officer.
 - b. Contracting Officer Representative .
 2. Architect / Engineer.
 - a. Commissioning Agent.
 - b. Architect / Engineer's LEED Project Manager.
 3. Contractor:
 - a. Home office representative.
 - b. Field Project Manager.
 - c. LEED Project Manager.
- C. Contractor must be prepared to discuss, as a minimum, following items:
1. Contractor to distribute and discuss:
 - a. List of subcontractors.
 - b. Tentative construction schedule.
 - 1) Start and completion dates.
 - 2) Critical work sequence.
 - c. Submittal Schedule.
 - d. Schedule of Values.
 - e. Safety Plan.
 2. Status of Contract, bonds, and insurance.
 - a. Accepted alternates.
 3. Procedures.
 4. Designation of responsible personnel.
 5. Processing of field decisions and change orders.
 6. Requests for Information process.
 7. Submittal process.
 8. Procedures for maintaining record documents.
 9. Use of premises:
 - a. Office and storage areas.
 - b. Government's requirements.
 10. Submission and processing of monthly Application for Payment and associated requirements.
 11. For projects requiring demolition of existing structures address removal and disposal of hazardous materials and toxic substances as applicable.
 12. Project LEED goals and documentation procedures.
 13. Identification Badge.
 14. Infection Control Risk Assessment.

- D. Contractor to have meeting with subcontractors after preconstruction conference to discuss procedures.

1.3 PROGRESS MEETINGS

- A. Attend regularly scheduled meetings; time, day and place to be determined.
 - 1. Meetings to be scheduled with Architect / Engineer to coincide with Architect / Engineer's regular scheduled site visits.
- B. Contractor administers meetings and record minutes.
- C. Generally, meetings will be held monthly or as required by progress of the Work.
- D. Location of meetings: Job site or as arranged.
- E. Attendance:
 - 1. Government:
 - a. Contracting Officer.
 - b. Contracting Officer Representative.
 - 2. Architect / Engineer.
 - a. Commissioning Agent.
 - b. LEED Project Manager
 - 3. Contractor:
 - a. Home office representative.
 - b. Field Project Manager.
 - c. Superintendent.
 - d. LEED Project Manager.
- F. Minimum Agenda:
 - 1. Review, approve minutes of previous meeting.
 - 2. Review work progress since last meeting.
 - 3. Planned progress during next work period.
 - 4. Review construction schedule.
 - 5. Identify concerns which impede planned progress.
 - 6. Note field observations, questions, and decisions.
 - 7. Review submittal schedules.
 - 8. Review RFI status.
 - 9. Review Government/Contractor coordination items.
 - 10. Review status of changes.
 - 11. Review status of Project LEED requirements.

1.4 CONTRACTOR MEETINGS

- A. It is recommended Contractor have weekly progress, coordination and scheduling meetings with subcontractors.
- B. Contractor to have pre-installation meetings with subcontractors and suppliers as needed for different segments of work.
 - 1. Contractor to provide pre-installation meeting minutes to the Architect / Engineer and Contracting Officer Representative as required in the Project Manual.

END OF SECTION